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NOTICE  
NO. [REDACTED]

25 Oct. 1954

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PERSONNEL

### ASSIGNMENTS

## PROCEDURES FOR CONTROLLING AND REPORTING AGENCY STAFF EMPLOYEE IN-CASUALS AND OUT-CASUALS

### 1. GENERAL

The purpose of this Notice is to establish Agency procedures for reporting Staff Employee In-Casuals and Out-Casuals and for controlling the length of time that they may remain in either status. Basic to this Notice is the assumption that the categories "In-Casual" and "Out-Casual" are adopted to designate an employment status that is temporary in nature and which will normally not exceed 30 days in the case of In-Casuals or 60 days in the case of Out-Casuals. Their use for any other purpose than to serve as a holding mechanism pending reassignment on return from overseas or to cover situations where the Staff Employee is temporarily detained from movement to his Field Station is contrary to the best interests of the Agency. The Assistant Director for Personnel will initiate whatever action is necessary to insure compliance with the provisions of this Notice.

### 2. PROCEDURES

#### a. IN-CASUALS

For the purpose of this Notice an In-Casual is defined as a Staff Employee who is returning to the United States on orders permanently changing his official duty station from the Field to Headquarters.

- (1) Eight months prior to the effective date of the individual's transfer from the Field to Headquarters, notification of the estimated date of arrival of the Staff Employee in the United States will be given the responsible Headquarters Operating Component, the Career Service Board concerned, and the Office of Personnel through execution, by the individual being so transferred, of the Field Reassignment Questionnaire, Form 202, which will be forwarded to Headquarters through established channels.
- (2) Upon arrival of the overseas returnee at Headquarters he will register with the Central Processing Branch, Processing & Records Division, Office of Personnel. It shall be the responsibility of the Assistant Director for Personnel to notify the Comptroller on Form 37-200 (TEST), "In and Out-Casual Status Record," that the returnee has, in fact, arrived at Headquarters on a cited effective date and that he has been recorded as an In-Casual pending reassignment action either to a Departmental position or another position in the Field.
- (3) At the end of each month the Assistant Director for Personnel will

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prepare a roster of all In-Casuals who have not been reassigned to an established position, either Departmentally or in the Field, by the close of business of the last normal working day of that month. He will transmit this roster to the Career Service Boards concerned and to the appropriate Major Operating Components for their appropriate action to effect such reassignment.

- (4) If, in the opinion of the Assistant Director for Personnel, subsequent action by the Career Service Board concerned and the appropriate Major Operating Component is inconsistent in an individual case with the provisions of Regulation No. [REDACTED], or if such action is in conflict with other established Agency personnel management policies, the Assistant Director for Personnel, after obtaining the recommendations of the Career Service Board concerned, will initiate steps to effect the reassignment of the individual in question to an appropriate position.

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b. OUT-CASUALS

For the purpose of this Notice, an Out-Casual is defined as a Staff Employee officially assigned to an established position on a Foreign Field Table of Organization, but who may actually be undergoing required training prior to departure for overseas, receiving necessary pre-departure, on-the-job desk training, be awaiting [REDACTED] or is otherwise legitimately detained from movement to his Field Station.

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- (1) When any Staff Employee meets the criteria set forth in the definition of the term "Out-Casual," the Assistant Director for Personnel will process a Form SF-52, "Request for Personnel Action," assigning him to an appropriate position on a Field Table of Organization and simultaneously prepare a Form 37-200 (TEST), designating him as an Out-Casual on a cited effective date. He shall transmit this form to the Comptroller as official notification that the individual has been placed in an Out-Casual status pending movement to the Field.
- (2) At the end of each month, the Assistant Director for Personnel will prepare a roster of all Out-Casuals who have not been moved to an overseas Field Station by the close of business of the last normal working day of that month. He will transmit this roster to the Major Operating Components affected for their action to expedite such movement.
- (3) If, in the opinion of the Assistant Director for Personnel, subsequent action by the affected Major Operating Component, in an individual case, does not effect the departure of the Out-Casual concerned, or fails to justify retention of the individual in a continued Out-Casual status, the Assistant Director for Personnel, after obtaining the recommendations of the Career Service Board concerned, will initiate action to reassign the individual in question to an appropriate position.

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c. SPECIAL REPORTS

Monthly Personnel Statistical Reports reflecting the status of In or Out-Casuals, will be prepared by the Assistant Director for Personnel for distribution to Agency officials having a need for this information.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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L. K. WHITE  
Deputy Director  
(Administration)

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